

## **COMMUNITY CENTER BOARD**

January 4, 2007

In Attendance:

Bob Adams, Chm	Beth Dunning	Christopher Friend
John Farr	Robert Newlun	Joe Piersimoni
Vicie Rolling	Chris Schiavone	Nancy Schwartz
Judy Zimmerman, Director		
Ed Fairbrother, Town Board Liason		
Judy Kadlec		

### New Members:

- Resolution needed for Town Board to increase membership of CC Board to 9 members.
- Board of Directors Handbook needed for new members – Sue B to do past resolutions and update list of all members/personnel; CC staff to compile the book.

### Discussion of December Minutes:

- Are policies being enforced equally-are rules the same for all groups? Collection of monies for some classes – need for a consistent policy.
- Who is using the Community Center? What is the percentage of Big Flats residents and out of town residents? CC staff to revise the sign-in sheets to reflect this information.
- Donations specifically for Community Center? Sue B to ask Town auditor for advise on establishing a special account to be earmarked for CC donations only.
- Membership fee to be discussed at a later time.
- Motion to approve minutes made by John Farr and seconded by Bob Newlun with the following corrections: add terms of office for Dunning and Schiavone.

### Community Center Director's Report distributed to Board Members (on file).

- Specific comments – “the building looks great”- Tom Saunders, custodian, was introduced to the group and thanked for his attention to details at the CC; the staff was also thanked by Ed Fairbrother on behalf of the Town Board.

### Items for Consideration:

- Video loop in CC lobby showing various activities at the Center.

Next Meeting: February 1, 2007 at 7:00pm

Sue Brinthaup  
Secretary

## **COMMUNITY CENTER BOARD**

February 1, 2007

In Attendance:        Bob Adams, Chm            Christopher Friend  
                             John Farr                        Joe Piersimoni

Judy Zimmerman, Director  
Ed Fairbrother, Town Board Liason  
Mike Smith, Town Board Liason  
Sue Brinthaup, Board Secretary

January Board Minutes discussed and approved

Director's Report discussed and is on file

- Discussion on new youth programs/new activities/new community projects

Town Board Comments: the public is encouraged to make Community Center Board members aware of available grants and new program/activity ideas.

Adjourned at 7:55pm

Next Meeting: March 1<sup>st</sup> at 7:00pm

Sue Brinthaup  
Secretary

## **COMMUNITY CENTER BOARD**

March 1, 2007

In Attendance:            Bob Adams, Chm            Christopher Friend            Vicie Rolling  
                                 John Farr                   Bob Newlun                   Beth Dunning

Judy Zimmerman, Director

### Notes:

- Bob Adams encourages better attendance or prior notification if not attending.
- New members – please review your “Policies and Use” booklet for further discussion and updates.
- E-mail changes: Joe Piersimoni ([jpiersimoni@aol.com](mailto:jpiersimoni@aol.com)); Nancy Swartz ([nhschwartz2@stny.rr.com](mailto:nhschwartz2@stny.rr.com)); Bob Adams ([badams@willowcreekgolfclub.com](mailto:badams@willowcreekgolfclub.com)).

February minutes read and approved.

### Director's Report: on file

- Question arose again regarding a teen member for the CC Board-Judy Zimmerman will consult with Marge Tremaine.
- Farmer's Market questions: tent, vendors, parking, items for sale and the roles of Cornell cooperative Extension and the CC Board.

### Financial Report: on file

- Bob Adams reviewed the report and explained the purpose of the contributions column. The contributions will remain in that account until spent on behalf of the CC. We should also track the spending of these monies and send thank you notes to contributors.

Next meeting: April 5, 2007

Respectfully submitted  
John Farr ( filling in for Sue Brinthaup)

## **COMMUNITY CENTER BOARD**

April 5, 2007

In Attendance:            Bob Adams, Chm            Bob Newlun  
                                 John Farr                   Joe Piersimoni                   Beth Dunning

                                 Judy Kadlec  
                                 MaryAnn Balland  
                                 Ed Fairbrother

### Notes:

- Bob Adams suggested the need to work on an attendance policy/requirement for these meetings. Those present agreed that the requirement should be 75% of meetings, excused at the discretion of the Chair.

### Farmer's Market: Discussion

- This is a cooperative venture with Cornell Cooperative Extension.
- It is a Town sponsored activity supervised by the Community Center.
- Community Budget would budget for the tent and part of the employee expense. Tent expense-\$2,600 and is not limited to Farm Market use.
- Vendors will pay \$10/wk or \$100/season.
- To be held for 10 weeks on Mondays starting the first week in June.
- Meeting to be held on April 26<sup>th</sup> with Southport, Horseheads and Big Flats.

### Voting Machines & Consolidation:

- Board brought up to date on County plans, arrival and storage of new machines.

### Maintenance for exterior of Community Center:

- A new position is being created for grounds maintenance for Post Office, Town Hall and Community Center.

### Community Center Monthly Report:

- Report for March is on file.
- In addition – the need for filters to be installed to remedy the cold/hard water situation was emphasized; Businessmen's Association was thanked for donating a coffee machine; Knits&Knots group donated money for coffee services rendered to them by the CC.

### Financial Report:

- On file – noted that the account for donations is now a separate item on the report as requested.

### Suggestion:

- Town Supervisor suggested that the Board should be creative and get speakers such as Office for the Aging.

Next Meeting: May 3rd

Respectfully submitted

John Farr ( filling in for Sue Brinthaup)

## **COMMUNITY CENTER BOARD**

May 3, 2007

In Attendance:      Bob Adams                      Beth Dunning                      Chris Friend  
                         Bob Newlun                      Joe Piersimoni                      Chris Schiavone  
                         Vicie Rolling  
                         Ed Fairbrother, Town Board                      Katie McCann  
                         Judy Zimmerman, Director                      Larissa Wagner  
                         Sue Brinthaup, Sec.

**Resignation:** Nancy Swartz resigned from the CC Board due to increased work commitments. Next month the Board will consider a replacement member.

**Guests:** Katie McCann and Larissa Wagner will be the Teen Commission representatives on the Board- as non-voting members.

**Minutes:** April minutes –motion made by Vicie Rolling to accept, second-Joe Piersimoni. Approved.

**Financial Report:** On file. Motion made by Bob Newlun to accept the report; second-Chris Friend. Approved.

**April Director's Report:** On file and available on the web site.

- After much discussion the CC Board recommends to the Town Board that the wording of Section 6 #5 of the CC Use Agreement be changed to read: *Alcoholic beverages will be prohibited in the Community Center or on adjoining Community Center property.*
- Farmer's Market – suggestion made that rules/regulations for the Farmer's Market be posted in several locations on the grounds.

**Report from Vicie Rolling:** Office for the Aging will be scheduling one-on-one appointments at the CC for Seniors with concerns regarding insurance etc.

**Recommendation to Town Board:** Use of the tent purchased for the Farmer's Market be restricted to the Farmer's Market until the CC Board sets policy and procedures for its use.

**Committee Meeting:** May 11<sup>th</sup> at 1:00 with representatives from Town Board, CC and CC Board to discuss issues relative to the Farmer's Market.

**Special Meeting – May 16<sup>th</sup> at 7:00pm** to continue discussions relative to the CC Use and Policy Agreement.

Sue Brinthaup, Secretary

## **COMMUNITY CENTER BOARD**

June 7, 2007

**In Attendance:** Bob Adams Bob Newlun Chris Friend  
Chris Schiavone John Farr  
Ed Fairbrother Town Board Judy Zimmerman, Director  
Sue Brinthaup, Sec

**Minutes:** Motion to approve May minutes-Chris Friend; second-John Farr. Approved.

**Director's Report:** Report for May is on file.

### **Farmer's Market:**

- 6 vendors confirmed with 4 more tentatively scheduled
- Flyers were distributed to businesses in Corporate Park

### **AED –( Defibrillator):**

- To purchase one for the CC would not affect our insurance in any way (no less cost; no more cost).
- Training would be made available to staff with trained personnel – perhaps joining with staff from Willowcreek.
- Good Samaritan Act covers liability for anyone using the AED.
- The CC Board decided to table having a demonstration of the AED by a representative from Rochester until a later date pending further investigation of need –considering that the Fire Department is directly across the street.
- Suggestion made that a medical emergency plan be put in use at the Community Center- who to call, where are the phones etc.

### **Additional Room Charges:**

- Previous decision regarding the rental of the tent was reviewed-decision stands that until a policy is in place the tent will not be rented.
- Recommendation to the Town Board that the patio be added to the Fee Schedule as another room and that the charge be the same as that for Room A, C and D. The patio only be rented/used in conjunction with the Great Room.

### **Board Vacancy:**

- Recommendation to the Town Board to ask Jason Thompson to fill the vacancy on the board- term to expire in 2009.

### **Contribution Funds:**

- CC Board should discuss any expenditure from this account before the purchase is made and contributors should be notified of such expenditures.

**Financial Report:** presented and is on file.

**Next Meeting:** July 5<sup>th</sup> at 7:00pm

- Further discussion on Use Policy and Farmers Market

Sue Brinthaup, Secretary



## **COMMUNITY CENTER BOARD**

July 5, 2007

### **In Attendance:**

Bob Adams  
Joe Piersimoni

Bob Newlun  
Beth Dunning

Chris Friend

Ed Fairbrother Town Board  
Sue Brinthaup, Sec

Judy Zimmerman, Director

**Minutes:** Motion to approve June Minutes: Joe Piersimoni; second Bob Newlun. Approved

**Director's Report:** Report for June is on file.

### **Farmer's Market:**

- Very successful so far
- Flyers are distributed weekly to local businesses and in Corporate Park.

### **AED –( Defibrillator):**

- Contact needs to be made with the Fire Department regarding need.
- A medical emergency plan should be established for the Community Center and distributed at time rooms are rented.
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### **Additional Room Charges:**

- Town Board approved charging for use of the Patio in conjunction with the Great Room-- resolution to be handed out at September meeting.

### **Board Vacancy:**

- Town Board approved the appointment of Jason Thompson to fill the term of Nancy Swartz— resolution to be handed out a September meeting

### **Fee Schedule:**

- The schedules should be reviewed before January so the Town Board can approve any changes at the January reorganization meeting.

**Financial Report:** presented and is on file.

### **Future Meetings:**

- Continued discussions pertaining to the future of the Community Center Building and the programs.

**Next Meeting:** Due to the fact that there were two meetings held in June – it was decided to cancel the meeting for August.

**NEXT MEETING: SEPTEMBER 6<sup>TH</sup> at 7:00 PM**

Sue Brinthaup, Secretary



## **COMMUNITY CENTER BOARD**

September 6, 2007

### **In Attendance:**

Bob Adams  
Joe Piersimoni  
Jason Thompson

Bob Newlun  
Beth Dunning  
John Farr

Chris Friend  
Vicie Rolling  
Chris Schiavone

Ed Fairbrother Town Board  
Sue Brinthaupt, Sec  
Ted Dangelmier, Guest

Judy Zimmerman, Director  
Larissa Wagner, Youth Rec

**Minutes:** Motion to approve July Minutes- Chris; second Vicie. Approved

**Director's Report:** Report for August is on file.

- Tent that was damaged in a storm was replaced by the Town.
- Air conditioning continued to have problems during the summer.
- Farmers' Market – day to be changed next year; suggestion made to send thank you's to vendors.
- Adult volunteers are needed for the Fall Festival.

### **AED –( Defibrillator):**

- Decision made that it is not necessary to purchase at this time due to proximity of Fire Department.

**Emergency Plan:** discussion is on going.

**Fee Schedules:** Ed Fairbrother noted that any further changes in fee schedules need to be to the Town Board by mid-November.

### **Contributions:**

- Bob Newlun made the motion and seconded by Beth *that any money used from the Trust & Agency Account #0027 should be appraised and approved by the Community Center Board and then the recommendation be sent to the Town Board for approval.* Approved
- A check from the Friends of the Community Center was presented to the CC Board to be deposited in this account (T0027).

### **Policy /Procedures:**

- The CC Director will review this document prior to the October meeting and make suggestion as to changes/additions.

**Financial Report:** on file

**Next Meeting:** October 6<sup>th</sup> at 7:00pm

- Fall Festival Plans
- Policy Suggestions

Sue Brinthaupt, Secretary

## **COMMUNITY CENTER BOARD**

October 4, 2007

**Guest:** Marge Tremaine

**September Minutes:** Tabled due to confusion regarding T/A Account being changed to A Fund.

**Fall Festival:** Marge Tremaine discussed the festivities for the event on the 27<sup>th</sup> and asked for volunteers from the CC Board.

**Director's Report:** on file

- Request made to transfer monies from the Donation Account in the amount of \$2125 to cover the cost of materials for chair railing throughout the rest of the building. Motion made by Bob Newlun and seconded by Chris Schiavone. Approved.  
Recommendation to be sent to Town Board pending approval of September minutes.

**Fee Schedules:**

- Changes to be made as approved by CC Board. Motion made by Beth Dunning and seconded by Chris Schiavone. The changes will be prepared for the next meeting.

**Policy and Procedures:** Discussion regarding any changes to continue at next meeting.

Sue Brinthaup  
Secretary

## **COMMUNITY CENTER BOARD**

November 1, 2007

In attendance: Bob Adams                      Bob Newlun                      Joe Piersimoni  
                    Vicie Rolling                      Beth Dunning                      Chris Friend  
                    John Farr  
                    Judy Zimmerman-Director  
                    Larissa Wagner-Teen Member  
                    Sue Brinthaup-Secretary  
                    Ed Fairbrother-Town Board

### **Donation Account:**

- Per Ed's memo the donation account will be rolled over each year when it is moved from a Trust & Agency account into the General Fund.
- Motion made by Vicie Rolling; second- Chris Friend *to accept the change in Donation account from T0027 to A0889*. Approved
- Per Town Auditor the Community Center office has been advised to keep track of the individual donations.

**October Minutes:** Motion made by Beth Dunning to accept;second-Joe Piersimoni

**Director's Report:** On file

**Financial Report reviewed**

**Fee Schedule:** Changes were made and will be given to the Town Board to be included in January re-organizational minutes. Motion made to approve the changes-John Farr; second-Vicie Rolling.

Meeting adjourned- Sue Brinthaup, Secretary



**In attendance:** Bob Adams, Chairman  
Judy Zimmerman, CC Director  
Beth Dunning  
Katie McCann – Teen Member  
Larissa Wagner – Teen Member  
Bob Newlun  
Chris Friend  
Jason Thompson  
Marcia Hudock, Guest  
Mike Smith – Town Board

**Absent:** Joe Peirsimoni  
Vicie Rolling  
John Farr  
Chris Schiavone

**Attachments:**

- November minutes (1)
- Income/Expense Report November 2007 (1)
- Memo from Director and Fee schedule replacements (6)
- November Director's Report, "Monthly Report" (1)
- Ideas for consideration for Community Center Policy (2)

**7:14 PM Meeting Called to order:** Bob Adams

**Motion to accept the minutes as written last month:**

Chris Friend

Second – Bob Newlun      All in favor, none opposed

**Director's report: Judy Zimmerman**

Thrilled with 3,200 as number of people for attending for the month. Not all are signing in so some estimates had to be made. *Refer to the report (attached).*

Bob Newlun expresses great thanks, on behalf of the seniors, for the fantastic work that the youth did in putting on a great party; such a wonderful time. Looking forward to the euchre challenge.

Bob Adams thanks the staff and all those involved in decorating and maintaining the community center for the holiday season. It looks

beautiful. **Suggestion:** we should send a thank you note to the Community Center staff from the board.

**Financial Statement:**

**Question:** Bob Adams asks if, when donated monies are spent for their designated purpose, thank you notes are being sent to the people that have contributed to the fund. **Answer:** Sue Brinthaupt (Secretary) takes care of this, but to date no monies have been spent, when they are spent, the thank you cards will go out.

**Fee Schedule:**

These 6 sheets are to replace the current fee schedule now in place.

**Ideas for consideration for community center policy:**

The board members are to read and annotate these, check the headings on these pages and compare them to the existing policy pages; discussion at the January meeting.

**Suggestion:** Marcia Hudock – possible to have lessees sign the agreement directly. Judy Zimmerman responds – they do sign, but it is possible that we could make lessees more directly aware that their signing indicates they have read and agree to the policy statements.

**Bob Adams** – The Big Flats Community Center has become a model center, and as we progress, we need to continue to take time at each meeting to discuss the future of the community center. With a few years behind us, numbers and program information give us information to work with to begin thinking about improving our center. We will continue to discuss the events of previous months and deal with month-to-month issues, but for the January meeting board members need to be thinking about plans for the Community Center's future.

**Question:** Beth Dunning – directed to Mike Smith – Are there plans at the Town Board level to merge commissions, committees, boards in the future - do we need to be considering these changes in our future?

**Answer:** Mike Smith – No, there are not. At this point, it seems commissions and committees are as combined as they can be.

**Question:** Bob Adams – Was there discussion at the Town Board about having one person on multiple committees? At present, do we have people on multiple boards?

**Answer:** Mike Smith – Yes, there has been a resolution passed. One person will only be allowed to sit on one committee or board as a voting member

in order to get more community involvement on committees. We will get more diversity and have more people involved. As of the first of the year 2008, those people who are voting members on more than one board will have to choose which one they will continue to serve.

**Discussion:** boards need to be aware in advance that this kind of change is coming so that community members can be informed and we can prepare to fill vacant seats. Without advance knowledge vacant positions will be thrust on boards and committees and no groundwork will have been undertaken to fill the seats. Boards and committees should have been notified if a resolution was passed (if not consulted prior to its passage) so they could prepare for its effect on their members and responsibilities. These things need to be communicated.

If people were waiting to serve on these committees and boards everyone would be glad to know about them, but at this point, we do not know of them.

**Suggestion:** Judy Zimmerman, - directed to Mike Smith, suggestion to the Town Board that, because this is such late notice and notice is needed to keep things working, have the present members serve out their terms as they exist now. Also, if the Big Flats paper has not gone out yet, include an article encouraging people to come to any meeting (except and executive meeting) they may have interest in so that involvement is encouraged.

Mike Smith responds that he will take that suggestion to the board and ask them to put a hold on this resolution and ask that those people sitting on committees and boards presently be allowed to finish out their terms.

**Meeting adjourned 8:11 PM – Bob Adams**

Respectfully submitted,  
Jason Thompson